



JOB DESCRIPTION

Title: **DATA ANALYST / RECORDS SPECIALIST**
Department: Fire
Class Code: 6655
FLSA Status: Non-Exempt
Effective Date: September 27, 2004 (Revised 02/2006)
Grade Number: 12

GENERAL PURPOSE

Under supervision from the Administrative Secretary, oversees Fire Department records, including emergency runs, training, maintenance, inspections, apparatus, and other related areas; analyzes records, provides detailed and summary reports; analyzes records processes; supports field personnel in reporting procedures; ensures integrity of all fire department records. Assists in writing and tracking grants available through state and federal government.

EXAMPLE OF DUTIES

- *-- Evaluates data, and makes recommendations to the Fire Chief, to help determine strengths and weaknesses in fire department operations, including staffing and deployment of resources.
- *-- Analyzes current reporting and records processes; works to improve or develop new processes; collects, prepares, and transmits department statistical data to State Fire Marshal's Office and State health Department; prepares various reports using Crystal Reports.
- *-- Performs data entry relating to fire programs records; manages data and provides reports.
- *-- Works with Valley Emergency Communication Center to coordinate dispatch information and records; works with City GIS department to provide data and develop maps for the department.
- *-- Works with staff members to prepare departmental reports, including tracking of various grants available through the state and federal government.
- Provides technical and administrative support to the Fire Chief relating to records, reports, and planning.
- *-- Formats, summarizes, and graphs information.

- *-- Works with users to create and maintain data base queries and reports; as new situations and needs arise, creates an organized process or system and continually improves and documents procedures; proactively identifies and resolves data exceptions; assists with end user training.
- Works closely with the MIS department staff in developing, coordinating and maintaining an effective and efficient partnership related to all aspects of software/hardware acquisition and interface, design/development, upgrades and systems maintenance.
- *-- Maintains department website.
- Performs duties of Office Specialist II.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree from an accredited college or university in Computer Science, Information Systems, or related field plus two (2) years of PC operating systems, or any equivalent combination of education and experience.

Special Requirements

- A knowledge of Crystal Reports is highly desirable.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of SQL server data base and computer information systems.
- Considerable knowledge of modern office techniques.
- Knowledge of computer hardware and software, laptops, and communications systems.
- Considerable knowledge in windows based software applications, including, but not limited to Microsoft Word, Excel, Access, and Powerpoint; Word Perfect and Quatro Pro; and Visio.
- Ability to learn new programs and applications, methods and procedures ability to perform work with speed and accuracy; ability to organize assigned work and develop effective work methods.
- Ability to resolve work-related problems and develop alternatives and solutions; ability to read and understand technical information relating to computers.

- Ability to communicate effectively both verbally and in writing with both technical and non-technical people; ability to develop and maintain effective working relationships with the public, coworkers and superiors; ability to teach others to properly perform data entry.
- Proficiency in system analysis and system implementation; knowledge of documentation requirements and skill in technical writing.
- Ability to exercise independent judgment while performing analysis and in making determinations; ability to design and implement jobs; ability to implement and maintain various modules of fire systems software; ability to recognize, analyze and solve program and procedural problems.
- Ability to work with query report writer systems and knowledge of writing queries from reporting systems.

TOOLS & EQUIPMENT USED

- Personal computer, phone, copy machine, fax machine, network and server equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.